



CALIFORNIA DEPARTMENT OF FINANCIAL INSTITUTIONS

JOB OPPORTUNITY BULLETIN

FINANCIAL INSTITUTIONS MANAGER – EXAMINATIONS MANAGER

FINAL FILING DATE: October 3, 2008	POSITION NO: 407-006-4104-XXX
TENURE: Permanent	TIME BASE: Full-time
LOCATION OF POSITION: Sacramento	SALARY RANGE: \$6,813-\$7,887

The Department of Financial Institutions (DFI) is accepting applications to fill a Financial Institutions Manager (FIM) – Examinations Manager position in the Credit Unions Division in Sacramento. The Sacramento office, which is located at 1810 – 13th Street, is near light rail, and offers low-cost parking.

DUTIES/RESPONSIBILITIES: Under the general direction of the Credit Unions' Chief Examiner, CEA, this FIM position directs examination functions and is responsible for the Senior, mid- and entry level Financial Institutions Examiners.

The Examinations Manager is a field supervisor who has the authority to hire, evaluate, and discipline employees that have been assigned to him or her. The Examinations Manager plans, organizes, and implements the examination of licensees in a program or division of the Department of Financial Institutions. The Examinations Manager is responsible for the development and supervision of assigned Examiners and has shared responsible for providing training, either separately or as a part of a team.

The Examinations Manager plans, organizes, supervises, and directs examinations; provides a close level of supervision for assigned examiners, including hiring, training, monitoring, coaching, communicating instructions, preparing performance evaluations and probationary reports, and approving merit salary increases and promotions; works with assigned examiners in developing performance objectives and plans for achieving objectives, including training goals and assignments that prepare the examiners for promotional opportunities; works with assigned examiners in processing various applications to provide training and development to the assigned examiners; and provides comments regarding performance, verbally and in writing, to assigned examiners and makes recommendations for areas of improvement and/or additional training. In areas where improvement is needed, the Examinations Manager develops a plan for remedial action, and monitors completion of plan. The Examinations Manager initiates disciplinary actions where warranted; reviews examination report content prepared by examiners prior to submission for final processing; serves as a mediator, when needed, to resolve issues that arise between examination staffs of various agencies during fieldwork on joint or concurrent examinations. The Examinations Manager monitors attendance and timely submission of required reports, such as attendance reports, absence requests, time reports and expense claims; reviews examination work papers and draft examination reports; signs and distributes finalized examination reports; distributes information received by the Department which is relevant to the examination functions; and prepares for and conducts or facilitates periodic crew meetings.

The Examinations Manager assists in planning, organizing, supervising, and directing examinations by providing input toward the development of examination schedules and making assignments. The incumbent assists the Examiner-in-Charge on pre-examination planning, as needed, in determining the scope, including development of the budget for the examination. The Examinations Manager reviews entry letters, as needed, prior to mailing to the licensee. The incumbent coordinates examination programs and schedules with other agencies, as may be required.

The Examinations Manager identifies issues related to licensees that could lead to changes in Department policy or practice and in examination functions; coordinates discussion of issues with Deputies and other Managers; and recommends changes to appropriate members of Department management prior to implementation, and promptly reports unsatisfactory and/or unusual conditions discovered in licensees. The Examinations Manager attends examination exit meetings, as appropriate, and performs special projects and other duties as required.

California Relay (Telephone) Service for the Deaf or Hearing Impaired:
From TDD phones: 1-800-735-2929, from voice phones: 1-800-735-2922

California State Government – An Equal Opportunity Employer – Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. It is the objective of the State to California to achieve a drug-free workplace. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in the public.

FILING INSTRUCTIONS:

Who May Apply:

Applications will be accepted from individuals currently in the above class or who have list, transfer or reinstatement eligibility to the class. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Appointment is subject to reemployment and SROA policies.

Send Applications To:

**Department of Financial Institutions
Human Resources Office
Attn: Matt Velasquez
1810 13TH Street
Sacramento, CA 95811**

Additional questions should be directed to Mr. Bert Mc Lane at (213) 897-9351.